

**PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION**

NOTICE
12.3.1

October 19, 2012

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

SUBJECT: PROCEDURES FOR VISITS BY CAL/OSHA REPRESENTATIVES -
REVISED

A number of California Occupational Safety and Health Act (Cal/OSHA) inspections occur yearly at various City facilities. Cal/OSHA compliance representatives are responsible for ensuring that the provisions of Cal/OSHA are followed. Representatives may visit City work sites to conduct routine site inspection, review safety related documents, respond to complaints or to investigate an accident.

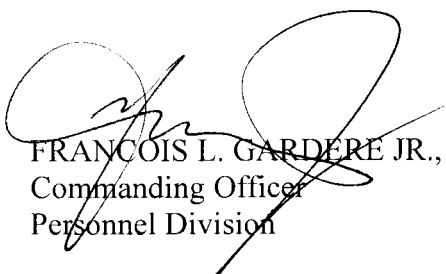
It is imperative when a Cal/OSHA representative arrives at a City facility that employees immediately contact the Department's Safety Officer, Medical Liaison Section, Personnel Division, at (213) 486-4600, or the City's Safety and Health Administrator, Personnel Department, at (213) 473-3373, during normal working hours. During off hours, contact Real Time Analysis and Critical Response (RACR) Division, at (213) 484-6700.


Employees should request that the Cal/OSHA representative wait for the Department's safety professional or the Personnel Department safety representative before proceeding. If the Cal/OSHA representative insists on conducting an inspection before the arrival of a City safety professional, accompany the representative and document the process. Employees should answer only those questions they are asked. Employees should not admit guilt or verbally dispute with the Cal/OSHA representative.

If your division receives any written correspondence from Cal/OSHA before or after a Cal/OSHA visit, contact the Safety Officer in Medical Liaison Section, Personnel Division.

If there are any questions regarding this matter, please contact the Officer in Charge, Medical Liaison Section, Personnel Division, at (213) 486-4600.

APPROVED:


FRANCOIS L. GARDERE JR., Police Administrator
Commanding Officer
Personnel Division


STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

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